

Comparisons of Job Characteristics

Focus Occupation: [Instructional Coordinators \(25-9031\)](#)

Associated Occupation: [Education Administrators, Elementary and Secondary School \(11-9032\)](#)

[Compare Knowledge](#)

[Compare Skills](#)

[Compare Abilities](#)

[Compare Detailed Work Activities](#)

[Compare Tools and Technologies](#)

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

Knowledge

Similarity of Focus Occupation to Associated Occupation: 93

Focus Occupation: Instructional Coordinators (25-9031)

Associated Occupation: Education Administrators, Elementary and Secondary School (11-9032)

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Education and Training	9.2	22.6	24.6	0	Current knowledge level may be sufficient
English Language	11.2	20.8	20.8	0	Current knowledge level may be sufficient
Customer and Personal Service	11.3	19.9	14.4	<<	Extensive education and/or training may be required
Administration and Management	8.4	18.0	13.4	<<	Extensive education and/or training may be required
Personnel and Human Resources	5.6	14.7	14.2	0	Current knowledge level may be sufficient
Psychology	6.4	14.1	14.3	0	Current knowledge level may be sufficient
Public Safety and Security	6.9	14.1	9.2	<<	Extensive education and/or training may be required
Clerical	7.3	12.2	12.9	0	Current knowledge level may be sufficient
Therapy and Counseling	3.8	11.8	11.3	0	Current knowledge level may be sufficient
Communications and Media	5.3	11.7	11.3	0	Current knowledge level may be sufficient
Law and Government	5.9	11.4	9.9	<	Expanded education and/or training may be required
Sociology and Anthropology	4.1	11.4	12.1	0	Current knowledge level may be sufficient
Philosophy and Theology	3.2	9.9	9.6	0	Current knowledge level may be sufficient
Economics and Accounting	4.4	8.5	6.7	<	Expanded education and/or training may be required
Fine Arts	2.2	6.8	5.0	<<	Extensive education and/or training may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Skills

Similarity of Focus Occupation to Associated Occupation: 94

Focus Occupation: Instructional Coordinators (25-9031)**Associated Occupation: Education Administrators, Elementary and Secondary School (11-9032)**

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Active Listening	11.0	15.9	13.9	<	A higher skill level may be required
Learning Strategies	7.2	15.2	15.2	0	Current skill level may be sufficient
Monitoring	9.9	14.8	13.9	0	Current skill level may be sufficient
Judgment and Decision Making	9.4	14.6	12.0	<	A higher skill level may be required
Social Perceptiveness	9.1	14.3	12.2	<	A higher skill level may be required
Management of Personnel Resources	6.9	14.2	11.1	<<	Extensive development of skills in this area may be required
Complex Problem Solving	9.1	13.9	11.9	<	A higher skill level may be required
Coordination	9.1	13.9	12.9	0	Current skill level may be sufficient
Instructing	7.8	13.2	13.2	0	Current skill level may be sufficient
Systems Evaluation	6.4	12.3	10.3	<	A higher skill level may be required
Negotiation	6.8	11.4	11.1	0	Current skill level may be sufficient
Management of Financial Resources	3.3	10.6	4.4	<<	Extensive development of skills in this area may be required
Management of Material Resources	3.7	8.7	6.2	<<	Extensive development of skills in this area may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Abilities**Similarity of Focus Occupation to Associated Occupation: 98****Focus Occupation: Instructional Coordinators (25-9031)****Associated Occupation: Education Administrators, Elementary and Secondary School (11-9032)**

Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Oral Expression	12.4	16.5	15.7	0	Current ability level may be sufficient
Oral Comprehension	12.5	16.2	15.7	0	Current ability level may be sufficient
Written Comprehension	11.0	15.1	17.0	>	Current ability level is likely sufficient
Written Expression	9.8	15.0	15.4	0	Current ability level may be sufficient
Deductive Reasoning	10.6	14.5	12.9	<	Some improvement in abilities may be required
Problem Sensitivity	11.1	14.2	12.5	<	Some improvement in abilities may be required
Speech Recognition	9.9	13.9	11.9	<	Some improvement in abilities may be required
Speech Clarity	10.2	13.3	12.9	0	Current ability level may be sufficient
Fluency of Ideas	7.6	12.8	11.1	<	Some improvement in abilities may be required
Originality	7.6	12.8	12.0	0	Current ability level may be sufficient
Category Flexibility	9.0	11.9	10.6	<	Some improvement in abilities may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Activities that Both Occupations Have in Common

Similarity of Focus
Occupation to Associated
Occupation: 86

Focus Occupation: Instructional Coordinators (25-9031)

Associated Occupation: Education Administrators, Elementary and Secondary School (11-9032)

Work Activities	Exclusivity of Activity
Conduct training for personnel	30
Coordinate educational content	76
Coordinate instructional outcomes	92
Develop instructional materials	38
Develop policies, procedures, methods, or standards	21
Direct and coordinate activities of workers or staff	3
Evaluate educational outcomes	87
Evaluate performance of employees or contract personnel	54
Make presentations	13
Plan meetings or conferences	77
Prepare instruction manuals	78
Use public speaking techniques	13
Use teaching techniques	29
Write public sector or educational grant proposals	87

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Tools and Technologies that Both Occupations Have in Common

Similarity of Focus
Occupation to Associated
Occupation: 85

Focus Occupation: Instructional Coordinators (25-9031)

Associated Occupation: Education Administrators, Elementary and Secondary School (11-9032)

Tools and Technologies	Exclusivity
Business function specific software	1
Computer displays	18
Computers	1
Content authoring and editing software	1
Duplicating machines	6
Information exchange software	1
Network applications software	1
Projectors and supplies	13

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.